



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 4, 2014

Kristen Udell
2341 Cae Drive
Iowa City, Iowa 52240

Dear Kristen,

This letter is in regards to the September 3, 2104 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Provider was observed using a bedroom on the second floor for napping day care children. This level does not have the required second exit.

☐ 110.5(1) a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1) a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Number not posted. While I was present provider completed a form with these numbers and posted. Item now in compliance.

☐ 110.5(1) b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

☐ 110.5(1) d Medicines are inaccessible to children.

Medicines stored in bathroom cabinet accessible to a child. Provider stated she will put safety lock on cabinet.

☐ 110.5(1) c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1) c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Provide has two small first-aid kits that have Band-Aids in them. I have enclosed a list of items required in a first-aid kit.

☐ 110.5(1) h A safe outdoor play area is maintained in good condition throughout the year.

Took pictures of retaining wall and will consult with our Central Office regarding if this is a safety issue to determine compliance on this issue.

☐ 110.5(1) j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Need to add a written plan to the map of evacuation routes.

☐ 110.5(1) m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Stored in a cabinet in Kitchen, not marked. Provider made a sign identifying where it was stored and placed it on the cabinet. Item now in compliance.

☐ 110.5(1) n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
No record available.

☐ 110.5(1) o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Sign posted only at front door entrance. Need signs posted at all entrances to the home.

☐ 110.5(1) q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

The provider did not have Form 470-5153-Veterinary Health Certificate on file for the cat in the home.

☐ 110.5(1) v The provider has written policies about responding to health-related emergencies.
Policy did not have language about responding to a health-related emergency.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Provider did not have this information available for review.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

The three files reviewed (Et, K, O) have outdated information in them as the forms were signed anywhere from 1-3 years ago. You **also need complete files for the other two children in care.**

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8) c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8) d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Need for two children without files.

☐ 110.5(8) e For infants and preschoolers: A statement of health signed by a physician submitted annually.

This information not found in files for K, O, El, L.

☐ 110.5(8) f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

This information not found in any files.

☐ 110.5(8) g A signed and dated immunization certificate provided by the state department of public health.

Need for two children without files.

☐ 110.9(3) Facility requirements

☐ 110.9(3) c If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.

Provider found to have sleeping children on the second floor of the home. This level does not have a required second exit.

I have enclosed a copy of the Corrective Action Plan you signed agreeing not to use the second floor of your home for child care until you have an approved second exit.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: October 17, 2014

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319/892-6803. if you have any questions regarding this letter.

Sincerely,

Social Worker II

Linn County Dept. Human Services
411 3rd Street SE
Cedar Rapids, Ia. 52401
892-6803

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at Shannon Dostel at 563-362-8228.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).